



Facility Management Quarterly

www.hamiltoncountyohio.gov/facilities

2007 Third Quarter News

Letter from the Director

As the first six months of 2007 have passed by there have been several changes in our Department, we welcome the new faces and opportunities that have come to us. As we prepare for 2008, I thank all of you who have been working hard on submitting the 2008 budget. This will allow us, as a team, to provide the best service possible with the funds provided to our organization.

I am looking forward to seeing what all we can accomplish in the remaining months of 2007.

- Ralph

Holiday Schedule for 2007 Third Quarter

Independence Day
Labor Day

Wednesday, July 4th, 2007
Monday, September 3rd, 2007

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In the News

800 Broadway in the "Downtowner"



In the May 30th, 2007 issue of the "Downtowner", the 800 Broadway Building was recognized as being "one of the Country's premier examples of Art-Deco architecture". The article was on the front page with a photo of the building's entrance and Darnell Edwards standing out front, written by Nicole Hamilton. The photos shown here are photos of the building from the 2005 - 2006 TOBY submittal, which we won at the Regional Level.

The article speaks to the elegant design, original purpose of the building, and to the renovations & restorations that

have occurred since first built in 1931. Kudos to the architects and the County Facilities department for their great workmanship in restoring various parts of the building! The department was recognized specifically for the restoration of the entryway doors, and GBBN Architects, Inc. is mentioned for their work. Ginny Martina, executive assistant to Judge Thomas Lipps is referenced in the article also, she speaks about some of the historical facts of the building. You can find this article in PDF format at the Downtowner's website. www.townmediainc.com - go to "Past Issues" --> "Issue #22".



Welcome to the Department of County Facilities!



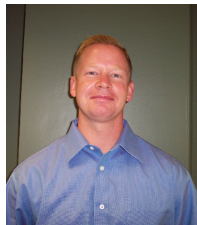
Karlos Brown
Custodial Worker II



Kevin Maue
Facilities Project Manager



John Michel
Assistant Director of
Project Mgmt/Trades



Mike Puckett
Safety Security Manager



Willie Schadler
Assistant Director
of Office Bldgs



Denise Schlotman
Account Clerk 3



Evelyn Warren
Custodial Worker II

Protect yourself in the Sun

By Steve Sears

Sunlight contains ultraviolet (UV) radiation, which causes premature aging of the skin, wrinkles, cataracts, and skin cancer. The amount of damage from UV exposure depends on the strength of the light, the length of exposure, and whether the skin is protected. There are no safe UV rays or safe suntans.



Skin Cancer

Sun exposure at any age can cause skin cancer. Be especially careful in the sun if you burn easily, spend a lot of time outdoors, or have any of the following physical features:

- Numerous, irregular, or large moles
- Freckles
- Fair skin
- Blond, red, or light brown hair

Self-Examination

It's important to examine your body monthly because skin cancers detected

early can almost always be cured. The most important warning sign is a spot on the skin that is changing in size, shape, or color during a period of 1 month to 1 or 2 years.

Skin cancers often take the following forms:

- Pale, wax-like, pearly nodules.
- Red, scaly, sharply outlined patches.
- Sores that don't heal.
- Small, mole-like growths - melanoma, the most serious type of skin cancer.

If you find such unusual skin changes, see a health care professional immediately.

Block Out UV Rays

- Cover up. Wear tightly-woven clothing that blocks out light. Try this test: Place your hand between a single layer of the clothing and a light source. If you can see your hand through the fabric, the garment offers little protection.

- Use sunscreen. A sun protection factor (SPF) of at least 15 blocks 93 percent of UV rays. You want to block both UVA and UVB rays to guard against skin cancer. Be sure to follow application directions on the bottle.

- Wear a hat. A wide brim hat (not a baseball cap) is ideal because it protects the neck, ears, eyes, forehead, nose, and scalp.

- Wear UV-absorbent shades. Sunglasses don't have to be expensive, but they should block 99 to 100 percent of UVA and UVB radiation.

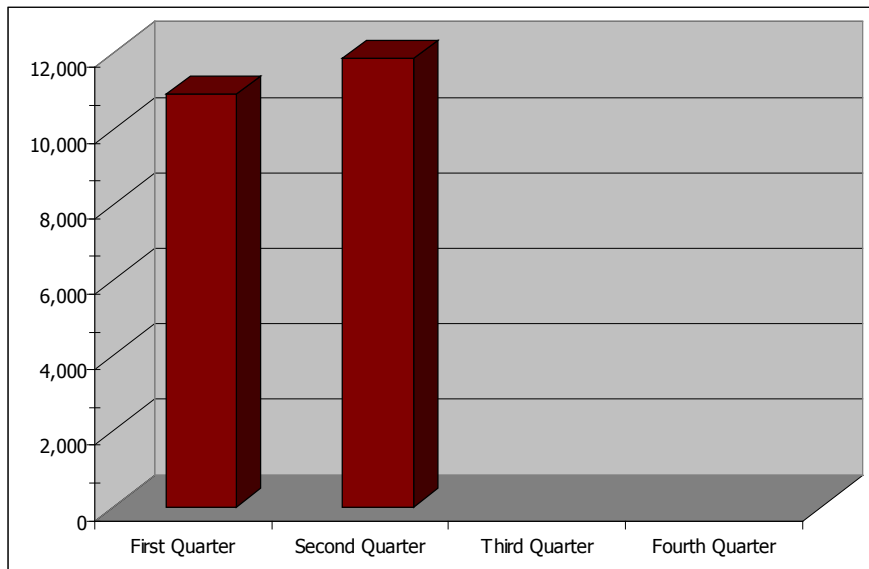
- Limit exposure. UV rays are most intense between 10 a.m. and 4 p.m. If you're unsure about the sun's intensity, take the shadow test: If your shadow is shorter than you, the sun's rays are the day's strongest

SAFETY TRAINING

Starting in July, the safety department will be stopping by your shop, building and or work site. We will be conducting a monthly 5 minute safety talks (tool box meeting). The tool box safety meeting will consist of ladder safety, driving safety, managing stress at work, welding safety, fork lift safety, and basic lockout guide lines to name a few. If you the employee would like to pick a topic for the tool box meeting inform the safety department. We will work your topic into the schedule at some point.

Work Requests Completed by Problem Type

Second Quarter 2007



First Quarter	10,943
Second Quarter	11,870
Third Quarter	
Fourth Quarter	
Year-To-Date	10,943

Fleet Management issue	21
Furniture/Furnishing issue	312
Grounds/Landscape	207
New installation	385
Make/change keys	142
Leaking problem	127
Light bulb	1,327
Mechanical problem	459
Move a piece of equipment and/or furniture	292
Non Electronic Lock	74
Paint as required	118
Public Emp. Risk Reduction Prog.	145
Pest control activities	44
Plumbing problem	2,055
Police the grounds, restrooms, etc	67
Pre-Bag Filters	12
Preventative Maintenance	13,818
Project (Fac Mgmt only)	21
Roof	6
Safety	116
Signage	77
Special event setup	71
Stock restrooms with supplies	65
Store rooms - Maintenance and Building Svc	139
Stocking paper supplies in Tenant Areas	14
Stocking Trades Shops	4
Telecommunications - JC Visitor phones	17
Temperature is too cold	99
Temperature is too hot	148
Window or glass problem	31
Total	22,813

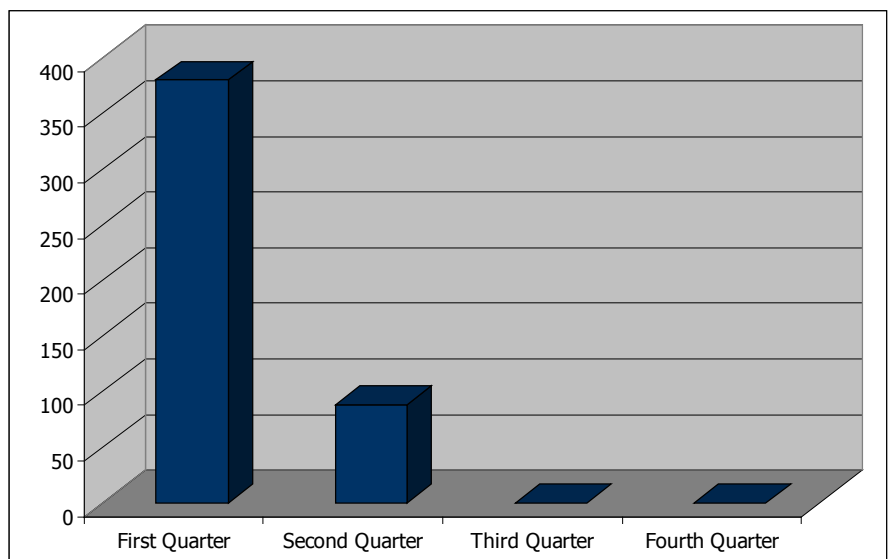
American Corrections Association	45
Americans with Disabilities Act	1
Audio Visual	18
Blinds	16
Replacement of damaged ceiling tiles	62
Cleaning	798
Compliance Management Inc.	7
Computer	16
Conference room configuration	93
Deliveries for other departments	114
Doors	377
Drywall patching/replacement	33
Electrical issue	645
Electronic (CMC use only)	3
Electronic Lock	55
Elevator Repairs/Maintenance	57
Fire System Repair/Maintenance	60

Open Work Requests at the Beginning of the Quarter

Second Quarter 2007

At the Beginning of:

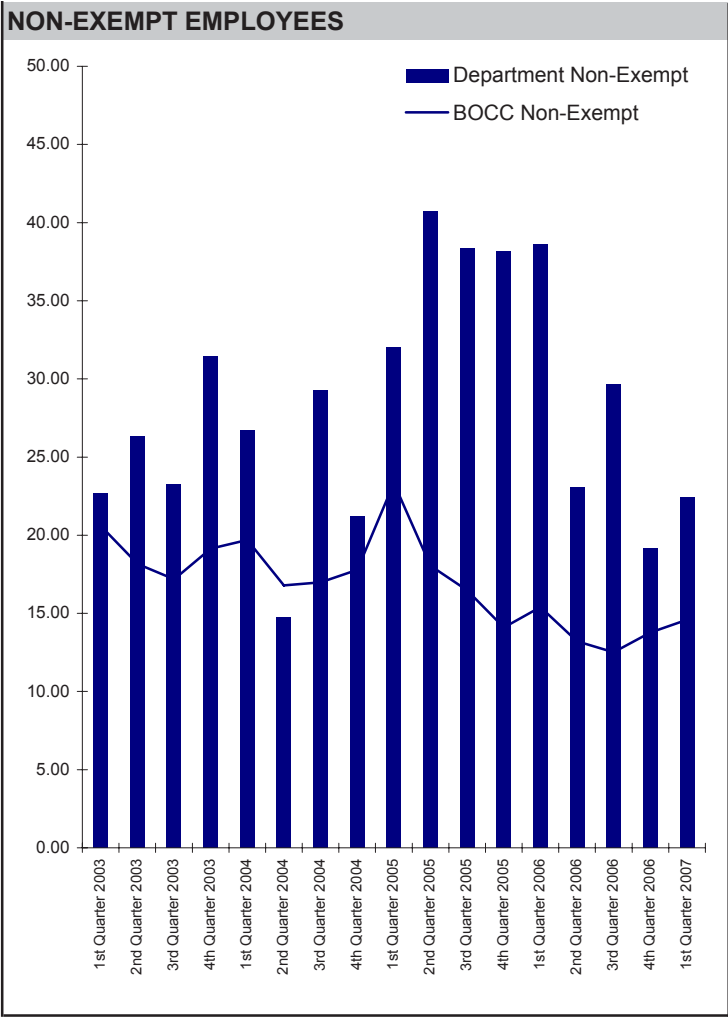
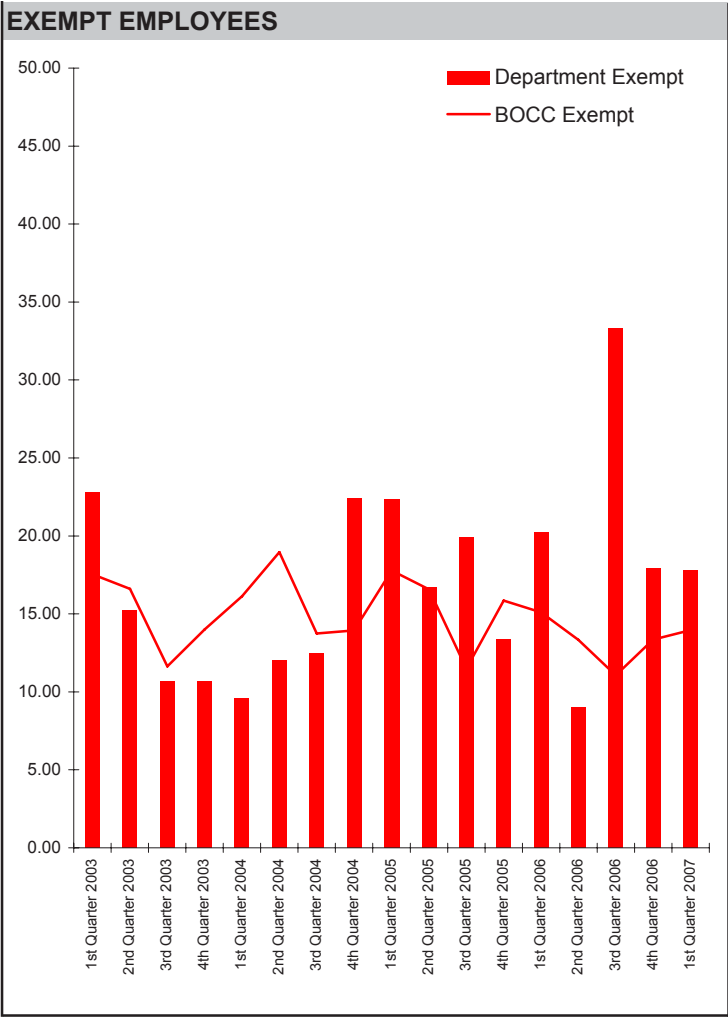
First Quarter	380
Second Quarter	88
Third Quarter	
Fourth Quarter	



Hamilton County Board of County Commissioners:

Quarterly Sick Leave Report

Weighted Average Sick Leave Usage per Employee:
County Facilities Trend Report



These charts show the weighted average quarterly sick leave usage for your department in comparison to the BOCC average for each quarter. This chart provides a snapshot of your department’s average sick leave usage over time, it should help you to identify any trends in usage. Additionally, it provides a snapshot of your department’s average sick leave usage compared to the average BOCC employee’s usage. From this chart you will be able to tell whether your department’s average sick leave usage is higher or lower than the average BOCC employee’s usage.

Project Management

- On the Move

By Bert Watts

Over the past few months there have been some changes within the Facilities Department. The southwest corner of the 6th Floor of the Courthouse once occupied by the Law Library is now the home of the Facilities Project Management Division.

At the beginning of the year the Trades started working on the 6th Floor Phase I Relocation Project. The first task was to create an open office area out of two hard wall offices, so we could relocate the Law Library staff out of the area to be renovated for the Facilities Project Management Division. In order to accomplish this, the trades removed the plaster wall that separated the two offices and patched the floor. The Law Library relocated two workstations into



the new open office area. We were then ready to start on the Facilities Project Management Relocation Project. A door was installed between the new Facilities' Project Management office and the Law Library to secure the area. Due to numerous window leaks, the plaster had to be repaired since the windows had recently been resealed. Electrical circuits were rerouted to configure the lighting for the elevator lobby, outside the soldiers and sailors elevator, and the new training room. There was a new restroom added to the space. The entire office area received a fresh coat of paint. The carpet, systems furniture, and security system were all installed by outside vendors.

The renovation of this area gave us the additional office space needed for the consolidation of Facilities Project Management and Public Works Capital Improvement Projects which occurred

on May 31, 2007. Joining us from Public Works is John Michel, Assistant Director of Trades and Project Management and Kevin Maue, Facilities Project Manager. Arlene Brown was transferred into the Project Management Division. She will



be assisting the Project Management team with contracts, drawings, and records. Mark Donnelly and I have had no changes in our responsibilities. If you have not been to the new Project Management office on the 6th floor, you may visit us soon in the new training room.

Diana Supe and Inger Rothering, Support Services Division moved to Room B-103. This move allowed them

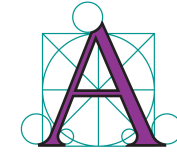


to have additional file space and a small conference area. If you have not been by the Support Services' new office lately, stop by and take a look at the improvements outside their office. The west and north hallways in the basement have been totally cleaned out and reorganized. Now that the hallways are cleaned and organized, the Plasterers have started to remove and replace all the loose plaster. Next the Painters will give the hallways a fresh coat of paint. A big thank you to everyone that worked so hard on the hallway reorganization project!

CAFM Corner

What's New in ARCHIBUS

By Michelle Ray



ARCHIBUS/FM

During the past three months there have been a few changes to Archibus. The entire database was upgraded to the latest

version, Warranties can now be assigned to vehicles and equipment (multiple warranties each), maintenance and owners manuals can be attached to vehicles, and your "Workforce Workload" has been updated to include yourself.

Coming Soon! You will soon be able to flip back and forth from work orders and your "My Work Summary" without waiting for the page to reload! This will save a lot of time that is currently spent waiting for the 90-300 work requests to reload each time. A memo will go out with some basic instructions once everything is ready to be updated.

Recycle Your Ink Cartridges

By Bonita Wiechman



Our department is now participating in a toner recycling program offered by Xerox Global Services. There is a large cardboard box located in the B95 Break Room. Please use this to recycle toner cartridges from your printer.

At this time Xerox Global Services only accepts printer cartridges and can not take fax cartridges and copy machine toner cartridges.

This service is provided to us at no cost.

In the Community

Birthdays

July

James Helton
William Schadler
Bonita Wiechman
Greg Dzikowski
Ovetta Leary
Michael Puckett
John Kleeman
Diana Supe
Dave Spitznagel

August

Mark Jackson
Palmer McGhee
Gail Jones
John Michel
Annie Smith
Arlene Brown
Anthony Lindsay
David Stetter
Susan Bauer

Happy Birthday

September

Michael Florimonte
Al Dunaway
Bill Obermeyer
John Roellig
Martin Quinn

Years of Service

Ten

Michael Denton
Steven Hoegeman
Thomas Friedhoff
Michael Bartlett
Michael Florimonte

Fifteen

Terrence Boyle
Stephen Flammer
Susan Bauer

Twenty

Ann Hall

Announcements

Jerry Graham - Filled the Iron Worker position
Steve Wessel - Promoted to Lead Electrician
Tony Martini - Lateral move to Courthouse FMW II
Andy Hischemiller - Promoted to MRW II

Steve Keeney completed the
LFR Courses!



Glenn Dupps has returned to
work under the Transitional Work Program.

Annie Smith, at the Juvenile Detention Center, was
married on May 19th, 2007.



It's a Boy! On May 17th, Sheila Williams
gave birth to Josiah E. Williams, and has
since returned to work. He weighted 4
pounds 8 oz. and was 17" long.

The American Flag

For more than 200 years, the American flag has been the symbol of our nation's strength and unity. It's been a source of pride and inspiration for millions of citizens. And the American Flag has been a prominent icon in our national history. Here are the highlights of its unique past.

On January 1, 1776, the Continental Army was reorganized in accordance with a Congressional resolution which placed American forces under George Washington's control. On that New Year's Day the Continental Army was laying siege to Boston which had been taken over by the British Army. Washington ordered the Grand Union flag hoisted above his base at Prospect Hill. It had 13 alternate red and white stripes and the British Union Jack in the upper left-hand corner (the canton).

In May of 1776, Betsy Ross reported that she sewed the first American flag.

On June 14, 1777, in order to establish an official flag for the new nation, the Continental Congress passed the first Flag Act: "Resolved, That the flag of the United States be made of thirteen stripes, alternate red and white; that the union be thirteen stars, white in a blue field, representing a new Constellation."

Between 1777 and 1960, Congress passed several acts that changed the shape, design and arrangement of the flag and allowed for additional stars and stripes to be added to reflect the admission of each new state.

Act of January 13, 1794 - provided for 15 stripes and 15 stars after May 1795.

Act of April 4, 1818 - provided for 13 stripes and one star for each state, to be added to the flag on the 4th of July following the admission of each new state, signed by President Monroe.

Executive Order of President Taft dated June 24, 1912 - established proportions of the flag and provided for arrangement of the stars in six horizontal rows of eight each, a single point of each star to be upward.

Executive Order of President Eisenhower dated January 3, 1959 - provided for the arrangement of the stars in seven rows of seven stars each, staggered horizontally and vertically.

Executive Order of President Eisenhower dated August 21, 1959 - provided for the arrangement of the stars in nine rows of stars staggered horizontally and eleven rows of stars staggered vertically.

Today the flag consists of thirteen horizontal stripes, seven red alternating with 6 white. The stripes represent the original 13 colonies, the stars represent the 50 states of the Union. The colors of the flag are symbolic as well: Red symbolizes Hardiness and Valor, White symbolizes Purity and Innocence and Blue represents Vigilance, Perseverance and Justice.